

# ***Full-Time Wyoming Army Guard Technician Vacancy Announcement***

## **ARMY GUARD AREA 3 – NATIONWIDE TECHNICIAN VACANCY ANNOUNCEMENT**

Please review the Instructions for Applying section prior to submitting an application package.

22 May 2007

**ANNOUNCEMENT #: 07-108**

**CLOSING DATE: 26 June 2007**

**POSITION TITLE, SERIES AND GRADE:** Air Field Manager, GS-2101-11

**SALARY RANGE:** \$52,912.00 - \$68,787.00 per year

**LOCATION OF POSITION:** Training Site, Guernsey, WY

**APPOINTMENT FACTORS:** Excepted Service Officer (OFF) or Warrant Officer (WO) - the incumbent of this position is required to be a military member of the Wyoming Army National Guard.

**MILITARY GRADE REQUIREMENTS AND COMPATIBILITY CRITERIA:** After selection, must possess or be eligible for assignment to a military position in Officer (OFF) Branch 01A or Warrant Officer (WO) MOS 15. Maximum grade authorized is O-4.

**POSITION SENSITIVITY:** 2 - Noncritical-Sensitive (NCS)

**AREA OF CONSIDERATION:** For Nationwide Technicians: This vacancy is open to anyone eligible to join or transfer to the Wyoming Army National Guard.

**QUALIFICATION REQUIREMENTS:** GENERAL – Experience, education, or training which demonstrates the applicants ability to interpret, explain, and/or apply a variety of regulations and procedures.

SPECIALIZED - Must have 36 months of specialized experience which has included:

- (1) Experience in flight, maintenance, and logistical requirements of aircraft;
- (2) Experience in the working knowledge of pertinent Army and FAA regulations;
- (3) Experience in facility management, planning, and supervision of subordinates;
- (4) Experience in coordinating and negotiating with other organizations/personnel both orally and in writing to resolve differences/problems;
- (5) Experience which included responsibilities for the supervision and management of personnel.

SUBSTITUTION – A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position such as traffic management, business administration, etc. Transcripts must be provided in order to receive the substitution credit for specialized experience.

**DUTIES AND RESPONSIBILITIES:** This position is located in the Joint Forces Headquarters-State, Operations Directorate (J-3), Army National Guard (ARNG) Training Center, Army Air Field. The primary purpose of this position is to serve as an Army Air Field (AAF) Manager with responsibility for the total operation of the airfield. Responsible for the total operation of the Army Air Field (AAF), to include buildings, runways, airspace, and grounds. Serves as an advisor to the Range Operations Manager. Responsible for the operation and service provided by the AAF. Briefs crews regarding local hazards and procedures unique to the AAF. Conducts preflight pilot briefings in accordance with National Guard regulations and directives. Processes extended and local clearances, including examination for conformance with flight rules and regulations. Prepares, maintains and files records, charts, graphs, and reports allied to flight operations and flight training activities such as aircraft utilization reports allied to flight operations and flight training activities such as aircraft utilization reports, aircrew information reports, individual flight records, NOTAM files and airfield data. Maintains current files of aircraft flying regulations and navigational information such as radio facility charts, instrument approach procedure charts, aeronautical charts, Airmans' Information Manual (AIM), airport directories, location identifiers, ATC procedures manual and Army Flight Information Publications. Plans and schedules work, sets and adjusts short-term priorities, and prepares work schedules. Supervises on the job training of unit flight operations personnel performing equivalent training or accomplishing a split unit training assembly at the facility. Help with the master plan and recommend projects for long term construct plan. Performs other duties as assigned.

**NOMINATING OFFICIAL:** COL Steve Mount, Base Operations Manager

**WYOMING NATIONAL GUARD HUMAN RESOURCES OFFICE (HRO) POINT OF CONTACT:**

2d Lt Jamie Tschacher at (307) 772-5205, DSN 388-5205, or E-Mail [james.tschacher@us.army.mil](mailto:james.tschacher@us.army.mil)

*The Wyoming Military Department is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, national origin, sex, political affiliation, or any other non-merit factor.*

**PRE-EMPLOYMENT INQUIRY:** An employment inquiry may be sent by the HRO to those previous employers shown on the application in order to provide reasonable assurance that there is no derogatory suitability information. The incumbent may be required to pass a physical screening prior to being assigned.

**SUBMIT YOUR APPLICATION TO:** Human Resources Office  
Attn: Technician Staffing  
5500 Bishop Boulevard  
Cheyenne, WY 82009-3320

**INSTRUCTIONS FOR APPLYING:** All application materials must be received in HRO no later than 1630 on the indicated closing date. Materials arriving after the closing date will not be considered. Do not submit application materials in binders, file folders, etc.

You will be rated on your experience as related to the Qualification Requirements section of the vacancy announcement. These minimum experience requirements are essential for successful performance in the position. You must fully justify, on your application, how you meet these requirements, as related to the duties and responsibilities of the position.

The application packet will consist of the following: A typed or neatly printed summary of your history. This may be a resume, established form (OF 612), or any other application form you choose. As a minimum, your packet must include the following information in order to be considered:

- Announcement number and title of the position for which you are applying.
- Your full name, mailing address, and phone number(s) where you can be reached.
- Your military grade, primary MOS and unit of assignment.
- Your social security account number and birth date.
- **A narrative of your work (paid or unpaid), training, education, and/or other experiences that may be related to this vacancy.**
- List all pertinent military experiences.
- Describe duties in your own words; do not submit copies of official position descriptions.
- **Credit will be granted only if there is sufficient information in your application to fully substantiate how you satisfy the qualification requirements.**
- If you believe your education will help you qualify for this vacancy, include a copy of your **transcript(s)**. Education substitution credit will not be given without transcripts or certificates of completion.
- Show actual dates for all work experience submitted.

Incomplete applications will not be considered. All application materials will be retained by the Human Resources Office as part of the staffing file. You may submit copies rather than original documents. Veteran's preference does not apply to positions in this agency.

**Special notes:**

- Relocation expenses will not be paid by the government.
- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- Faxed/emailed applications **WILL** be accepted to accommodate deployed members only.

**WYOMING NATIONAL GUARD HUMAN RESOURCES OFFICE (HRO) POINT OF CONTACT:**

2d Lt Jamie Tschacher at (307) 772-5205, DSN 388-5205, or E-Mail [james.tschacher@us.army.mil](mailto:james.tschacher@us.army.mil)

**FOR AGENCY USE ONLY:** CPCN – 70570000-324321 Paragraph – 1921 Line # -- 075